

REQUEST FOR SERVICE

FedSource – Denver

Box 25305, Bldg. 41, RM 137
Denver Federal Center
Denver, CO 80225
(303)236-1942 (303)236-0016 FAX

Copier Move

Task Order Number: _____

DATE _____ DATE MOVE REQUESTED _____

AGENCY _____

POINT OF CONTACT _____

PHONE NUMBER _____ FAX _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

SERIAL# _____ ID # _____ MODEL _____

MOVE COPIER FROM:

STREET ADDRESS _____

BUILDING # _____ ROOM# _____

SPECIAL INSTRUCTIONS

ARE THERE ANY SPECIAL CONSIDERATION IN THE MOVING OF THIS COPIER
i.e. NO ELEVATOR, SEVERAL FLIGHTS OF STAIRS, LOADING DOCK
LOCATION. _____

MOVE COPIER TO:

STREET ADDRESS _____

BUILDING# _____ ROOM# _____

SPECIAL INSTRUCTIONS (SEE ABOVE)

AUTHORIZING SIGNATURE _____ DATE _____

RMRC USE ONLY: JENNIFER/XOCHI @ RICOH 714-566-3677 DATE _____